

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 8 July 2019 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: No members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

Present: Cllrs Mifsud (Chairman), Lawton, Dowell, Lunn, Pearson, Nixon and Rennison.

Prior to the start of the meeting the Clerk received one outstanding "Acceptance of Office" form and the last 3 outstanding "Declarations of Interest" forms.

19/32 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Miss Smith – Illness (which was accepted), Cllr Mrs Pearse – Illness, (which was accepted), and no Declarations of Interest was given.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted.

Prop. Cllr Pearson

Sec. Cllr Mifsud

19/33 Public Session No members of the public were present.

[at this point a councillor thanked the parish council for sending him their condolences and those for attending at the funeral].

19/34 To confirm the minutes of the Parish Council meeting held on 10 June 2019 as a true and correct record, and to be signed by the Chairman.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 10 June 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Mrs Rennison

Sec. Cllr Pearson

[at this point a councillor confirmed that he had to leave the meeting early due to having a conflicting engagement. The council agreed to bring forward 2 x matters on the agenda that affect the councillor – Minute No(s) 19/35.4 (VAS options), and 19/40 (his reps report). This was accepted by all and following discussions on these two matters, the councillor left the meeting].

19/35 To receive items for discussion and decide further action where necessary:

35.1 To discuss and decide how long to leave filling the one remaining Parish Councillor vacancy through co-option, and decide any further action. A Councillor suggested leaving the process until after the summer holidays. A short discussion followed and it was decided to leave it for 3 months.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will advertise for a new parish councillor through the co-option process with the deadline for applications to be Friday 11 October 2019, and to have an agenda item at the 14 October 2019 meeting to choose a new parish councillor through the co-option process.

35.2 To discuss the eligibility of flying any flag other than the Union Flag on the council's flagpole on the village green, to discuss a quotation for the purchase of a Yorkshire Flag, to decide if to purchase the flag and to hoist the flag on Yorkshire Day (1 August 2019), and decide any further action. A Councillor raised a concern whether the existing planning permission allowed for another flag? The Clerk explained to everyone that he had already made inquiries with SDC's planning department and they confirmed that the renewed planning

permission allowed the parish council to fly any flag (besides the Union Flag) as long as it is: "Not Inflammatory". A brief discussion followed to choose between the 3 prices and quality of flag that could be purchased, and decided that the flag similar to the council's existing 'Union Flag' was the preferred option and could be used more than one day, annually and for any future cycling events.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the clerk will purchase a Yorkshire Flag as a matter of urgency.

Prop. Cllr Lunn

Sec. Cllr Mrs Nixon

- 35.3 To discuss the gap in the birds-mouth fencing at the junction of Londesborough Grove and Fox lane, to decide if the gap needs closing for safety reasons or to use an alternative option, and decide any further action. A Councillor expressed his concern over the safety of the existing gap in the fencing where children could run straight through the gap onto the highway. A discussion followed where each councillor gave their opinion. Conflicting opinions were given so the Chairman gave a choice of 3 x options and put it to a vote:
- i) To block off the gap totally – No votes
 - ii) To set back a separate length of birds-mouth fencing to create an obstacle – 5 votes
 - iii) To leave it as it is – 1 vote

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the option to set back a length of birds-mouth fencing to create an obstacle was agreed and that the Clerk will acquire a quote for the works and report back to the 12 August PC meeting.
- iii) That a district councillor volunteered to use his locality budget to match fund the cost of the birds-mouth fencing.

Prop. Cllr Lunn

Sec. Cllr Lawton

- 35.4 To discuss information and prices for two alternative Vehicle Activation Sign (VAS) options, to decide if to purchase a VAS, and decide any further action.

[this minute was discussed earlier in the meeting to allow a councillor to attend a conflicting engagement]

The Clerk confirmed that he had received details/alternative quotes from the only two companies that NYCC would allow and was circulated to all councillors prior to the meeting, and confirmed the following:

- That each company had several variations depending upon how many lampposts used in a rotation manner (1, 2 or 4) and if street lampposts are used or NYCC installed pole(s) (at £500/pole) or a mixture of the two.
- YLCA have confirmed that S137 would have to be used in the absence of no other powers (subject to meeting its criteria).
- That NYCC would have to authorise and formally agree the placing of a VAS on highway land/property and a meeting would have to be held with a NYCC representative to discuss and choose the correct location(s), how many, to choose either existing street lampposts or for NYCC to erect pole(s) or a mixture of both.
- The PC can use CIL funding to purchase their own VAS (infrastructure).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will contact the NYCC highways representative to arrange a meeting to have an informal discussion and to see which locations are appropriate in the village to hang a VAS sign and rotate between the locations and what to attach it to.

- iii) That once the above meeting has been held the Clerk will contact each of the two VAS option suppliers and arrange a meeting to discuss options and prices, and then to report back to a future PC meeting.

Prop. Cllr Dowell

Sec. Cllr Mifsud

19/36 To receive items for information:

- 36.1 To receive update information on the council's insurance policy and how two additional Assets affect it, and decide any further action. The Clerk confirmed that the council is currently in the 2nd year of a 3 year long term agreement, and that he had informed the insurer that there were two additional parish council assets (4 x planters at the "Community Garden" and new large litter bin nearby which had just been added to the parish council's assets list. The clerk confirmed that the insurer had amended the policy schedule and had waived any top-up fee. The Clerk also explained that he had asked the insurer how long does the PC need to retain visual inspection data (both hard copy and on the PC), and was told that this is up to the PC to decide. A short discussion followed and it was agreed that under "Statute of limitations" 6 years seemed the appropriate length of time to retain not only "weekly visual Inspections" by the Clerk and Councillor, but also for the quarterly operational / Annual inspections. The Clerk pointed out that the council's insurer had mentioned that the council must be seen to be proactive, such as checking equipment following severe weather, and an example had occurred where the Clerk had checked and remove suspected poisonous mushrooms from the Woodland Walk (N. Side) following notification by a concerned member of the public. It was noted that the council's assets were all covered and that updates / checks are ongoing by the Clerk.

IT WAS RESOLVED: That the above information was noted.

- 36.2 To receive update information on the latest playground inspection reports and any issues raised, to receive information from YLCA on document retention, and decide any further action. The Clerk explained that "Weekly Visual Inspections" of the village continue. When asked, YLCA gave no definite time period for the retention of documents other than to say that it is up to the PC to decide along with the frequency of the 2 x separate weekly visual inspections. The same answer applies to quarterly inspections conducted by the council's inspections contractor (one of which is an in-depth 'Annual Inspection' which is very precise). As in Min 19/36.1 above, 6 years would seem to be the appropriate period to keep these reports.

IT WAS RESOLVED: That the above information was noted.

- 36.3 To receive feedback information from two councillors from their councillor training course at 'The Owl' Hambleton on Friday 14 June 2019, and a councillor's attendance at a YLCA branch meeting at Selby on 12 June 2019, and decide any further action. A councillor updated everyone on her attendance of the YLCA Branch meeting including the following topics:

- The use of the Parish Portal. The Clerk confirmed that he had received Information on the parish portal.
- White Rose updates.
- General YLCA business that is sent to the Clerk.
- VE Day next year.

A councillor explained that anyone can access the normal portal but the clerk needs to access the 'Parish Portal', create a password, and circulate details of the portal & password to all councillors.

Two councillors then gave feedback on their attendance at a councillor training course at 'The Owl' Hambleton on Friday 14 June 2019, how much had changed, and how more transparency is in place for the parishioners.

This subject was discussed further under Min 19/46.2 in Part II due to the sensitivity of some

of the discussions.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk needs to access the 'Parish Portal', create a password, and circulate details of the portal and password to all councillors.
- iii) That further discussions of a sensitive nature would be held in Part II Min 19/46.2.

36.4 To receive update information from a meeting held on Thursday 20 June 2019 between two councillors and the Clerk regarding the outstanding payments for TW News adverts, and decide any further action. It was confirmed that the above meeting had been held to move this matter forward.

IT WAS RESOLVED: That the above information was noted and Matters are now in hand.

19/37 Planning:

37.1 To receive updates on any existing planning applications/information: NONE

IT WAS RESOLVED: That the above information was noted.

37.2 To consider and decide if comments are required for the following new planning application(s) received and any that appear after the agenda is distributed: NONE

IT WAS RESOLVED: That the above information was noted.

19/38 Financial Matters

38.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and signed by the Chairman as follows:

Payee	VAT/Other £	Total £	Chq. No.
S M Peters (July 2019 Salary).	-	802.69	2208
F Morrison (Litter Picker)(July 2019 Salary).	-	170.86	2209
S M Peters (stationery expenses with receipts-Jun 2019/July 2019 - including payment for Instant ink – stationery for 5 July 2019).	12.21	76.76	2210
HAGS (I & M Inspection-north)(Inv #065473)(Chq made payable to Hags-Smp Ltd)(June 2019 Operational Inspection-Leeds Road).	9.00	54.00	2211
HAGS (I & M Inspection-north)(Inv #065474)(Chq made payable to Hags-Smp Ltd)(June 2019 Operational Inspection-Linden Way Play Area).	9.00	54.00	2212
YLCA (Inv #221-1920)(Off to a flying start Cllr Training-14 June 2019- for Cllrs Mifsud & Lawton).	-	230.00	2213
J Milner (TW News refund for joint issues x3 @£15/month = £45 and now stopped).	-	45.00	2214
I Hyde (TW News refund for joint issues x6 @£12.50/month = £75).	-	75.00	2215
N Dowell (TW News refund for joint issues x6 @£12.50/month=£75).	-	75.00	2216
P Wright (TW News refund for joint issues x6 @£15/month = £90).	-	90.00	2217
T & G Heptonstall (TW News refund for joint issues x6 @ £15 / month = £90).	-	90.00	2218
TOTAL =	£30.21	£1,763.31	

38.2 To receive an account status of the current Bank Statement giving a balance of **£84,419.66** as at **06 June 2019**, and having been checked and signed by the Chairman.

The Clerk explained that the finance system is both robust and transparent and has been checked regularly by the internal and external auditors for over 6 years and has always complied with what is lawfully required, and this assessment was endorsed by two

experienced county councillors. However, the two councillors who had recently attended a training course insisted on checking and reconciling the above cheque list with the invoices (and initialled each one) and then checked the cheque book and the latest bank statement (which was also initialled), and came to the conclusion that everything was in order.

IT WAS RESOLVED UNANIMOUSLY: That the accounts/cheques presented be approved.

Prop. Cllr Mrs Rennison

Sec. Cllr Lunn

19/39 To consider the following new correspondence received since the last meeting and decide action where necessary:

- 39.1 YLCA Information: - Information previously circulated was noted.
- 39.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 39.3 Selby AVS: - No Information was received.
- 39.4 1 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

19/40 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: A Councillor also explained that the problem with the very loud railway crossing alarm (yodel) appears to have been resolved.

Burial Board: A councillor confirmed his attendance at a Burial Board meeting where accounts were circulated (two accounts and a deposit account) and confirmed that they use the Yorkshire bank. Dates for the next 3 meetings were also given.

Village Hall: [a councillor gave his report earlier in the meeting to allow him to attend a conflicting engagement]. The Councillor confirmed that there are a few problems with the existing CCTV equipment and these will be rectified at the same time as when the new CCTV equipment is installed. He confirmed that he had all the parts and pole for the new CCTV equipment and that it will need time and labour to install the concrete. However, due to the village handyman being unavailable at the moment, the installation of the CCTV at the eastern side of the village green is likely to be in September.

The chairman confirmed that an article will be added to the forthcoming TW News and village website to seek another casual handyman to assist with the workload.

A councillor explained that a certificate is required for the village website to ensure that it is secure on the Chrome browser and that this certificate will incur an annual cost of @ £60 in addition to the annual hosting cost. Councillors agreed that this needs to be an agenda item for the 12 August 2019 PC meeting

A Councillor explained that he had acquired a price for a sack of daffodil bulbs to plant along the side of the 'Memorial Stones' at the eastern side of the village green (@£260 for 3000 bulbs). Councillors agreed that this needs to be an agenda item for the 12 August 2019 PC meeting

A Councillor confirmed that the Poor Fund is to be wound up and requested an agenda item at the August PC meeting to discuss this matter.

The Clerk passed on a request from an absent councillor to inform the district councillors that there was a fly tipping problem at the former mushroom farm, and that Mr Robey had asked if the PC would like them to attend the Xmas tree event again and to donate any fees to a charity?

The receipt of agendas/minutes by either hard copy or electronically was discussed briefly. Remaining Councillors had nothing further to report.

IT WAS RESOLVED

- i) That the above information was noted.
- ii) That the progress of installing the new CCTV equipment on the village green will be an agenda item at the 12 August 2019 PC meeting.
- iii) That the proposed purchase of a certificate for the village website will be an agenda item at the 12 August 2019 PC meeting.
- iv) That a councillor will acquire a quote for providing daffodil bulbs for planting at the eastern side of the village green and will be an agenda item at the 12 August 2019 PC meeting.

- v) That an agenda item will be added to the 12 August 2019 PC meeting to discuss investment accounts.
- vi) That an agenda item will be added to the 12 August 2019 PC meeting to discuss "The Poor Fund" being wound up and to decide which charity the PC would like any remaining funds to be given to.
- vii) That the Clerk will inform the absent councillor that the council would like her to inform Mr Robey that they would be delighted to accept his kind offer for his daughter to sing at the Xmas tree event.
- viii) That an agenda item will be added to the 12 August 2019 PC meeting to discuss and decide if all agendas / minutes are to be sent by the Clerk to all councillors by email only?

[at this point a councillor left the meeting to attend a conflicting engagement]

19/41 To receive the Clerk's report

The Clerk discussed briefly with everyone matters from his "Clerks Report List" (previously circulated), including the following:

- 2 x weekly visual inspections sheets – now being used (see min 19/36.2) - Broken Basket Swing on the village green not fixed yet.
- Outstanding "Acceptance of Office" and "Register of Interest" forms received prior to start of the meeting.
- Sealing of the Concrete Circle at the "Community Garden" – works still outstanding.
- Donation from member of the public to be used to purchase "Picket Fencing" to go around the memorial stones at the "Community Garden". To be purchase and installed shortly by a councillor.
- Anti-Litter signs – locations to be found to locate them.
- CCTV developments (see previous min 19/40) – a councillor confirmed that installation is in hand, and that a cheque delayed from the last meeting to allow checks to be made had now been posted by the clerk following confirmation that everything was in order.
- The Memorial Plaque is with a Councillor to install shortly.
- A meeting of a review group to discuss options/projects for using CIL and S106 external funding is to be arranged shortly.
- That a resident of 14 Londesborough Grove has been informed that works to the hedge to the rear of her property has been noted and is in hand.
- That a resident of 10 Londesborough Grove has been informed that works to remove a problem vine to the rear of her property has been noted and is in hand.
- That the village handyman has been asked to extend the footpath from "Woodland Walk" (N. Side) to meet the footpath that runs from the VG playground to Leeds Road and to use the spare paving slabs stored in the Village Hall compound. Matters are in hand but may be a week or two before it can be started.
- That a letter has been sent to Thorpe Utd FC (in response to their letter dated 25 April 2019), regarding footballs going over fences.
- To confirm that white lines painted on the road at Londesborough Grove were ordered by NYCC and requested and funded by local residents.
- TW Level crossing yodel alarm developments (see previous min 19/40).
- That a faulty street light No 5 at Willow Rise had been reported on-line to NYCC by the Clerk - this has now been fixed.
- The grass area at the entrance to the "Woodland Walk" (S. Side) on the VG had been missed by the Council's grass cutting contractor – the contractor has now been asked to cut it.
- A member of the public requested inserting fliers into the TW News and was informed that: 'this was not a service that would be made available to the public'.

IT WAS RESOLVED: That the above information was noted.

19/42 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

- 19/43 To receive any further comments from the public [for information only; Clerk to note] NONE.
- 19/44 To confirm the date of the next meeting as **MONDAY 12 AUGUST 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.
- 19/45 Close of meeting – the Part I meeting closed at 9.45pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY